

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 03-044

TO: Charter School Administrators, Directors, Principals

FROM: Maggie Singler

DATE: April 14, 2003

SUBJECT: April 15, 2003 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The April 15, 2003 apportionment reports for your charter school are available on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts>. For reference throughout the current and future fiscal years, it is recommended that the posted "current month CHAR55-1 & 64-1" be saved each month to a local computer/server. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). RTC phone numbers are available at the <http://www.ade.az.gov/rtc>.

All eligible charter schools have been paid based on 40th or 100th day Average Daily Membership (ADM) as calculated on the ADMS46-1 Report. In the event an April 15, 2003 payment was not received, it may be due to a decrease from 40th day ADM to 100th Day ADM, missing or late submitted ADM or having received overpayments in prior months. Direct questions regarding ADM used for April 15, 2003 payment calculation to School Finance at (602) 542-5695 or to the School Finance email schoolfinance@ade.az.gov.

Please review the ADMS46-1; SPED28 and other related Student Detail reports to determine if all submitted data files processed successfully. An online ADM Troubleshooting Guide is available at http://www.ade.az.gov/misbulletinboard/ADMSHelpGuide/ADMS_Reports.htm. If you need additional assistance regarding Student Detail file submissions/processing, please contact a RTC (<http://www.ade.az.gov/rtc/>). The RTC will direct you to contact additional resources if they are not able to assist you.

If you have any concerns regarding your equalization calculation or payments please contact me at (602) 542-8244 or email msingle@ade.az.gov.

April 15, 2003